

P-Comms 5

20 MAR 1980

MEMORANDUM FOR: Chief, Logistics Services Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL
Chief, Personnel & Training Staff, OL
Chief, Plans & Programs Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Budget & Fiscal Branch, OL

FROM: James H. McDonald
Director of Logistics

SUBJECT: Cable and Telepouch Response Time

1. Your attention is directed to the requirements regarding the handling of action cables and telepouches set forth in LI 90-2, dated 3 July 1978 (attached). It is felt necessary at this time to reaffirm these guidelines on the timing of our responses to the field on action items. It is requested that action cables and telepouches be responded to within the time frame set forth below:

<u>Cables</u>	<u>Response Time</u>
Immediate	Same Day
Priority	24 Hours
Routine	3 Days
Telepouches	5 Days

2. If an action office feels that the response time prescribed above cannot be met, it is requested that approval be obtained from the respective division or staff chief for an extension and that the cable analyst in Records and Services Branch, OL, also be advised on extension

3. It is believed that, over the past few years, OL's response time to the field, in many instances, could have been

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faster. Hopefully, if responses are gauged to the above schedule, OL can provide better support to the field on matters of considerable importance to them.

/s/ James H. McDonald

James H. McDonald

Attachment

Distribution:

1 - Each Addressee

1 - OL Official

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1 - R&SB Subject

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